

# Ordering Products

This section explains how to order most data products described in the *Census Catalog and Guide*. If arrangements for ordering a product are different, they are described in the abstract for the product. For additional guidance concerning foreign trade data products, see the Introduction to the Foreign Trade chapter.

The Catalog/Guide notes price and availability as of late 1994. This information is subject to change; to verify, readers may call the Census Bureau's Customer Services on 301-457-4100 (TDD: 301-457-4611). Readers also may call to learn if there is a more recent edition of a data product listed in the Catalog/Guide.

The order forms which follow this section show how to make out checks and money orders. Alternatively, readers may set up prepaid deposit accounts (described later) at the Census Bureau and the Government Printing Office (GPO). Also, buyers ordering maps and publications from GPO can charge their orders to VISA or MasterCard accounts. Buyers ordering computer products, microfiche, plotter-generated maps, and other products (except printed maps and publications) from the Census Bureau also may charge to VISA or MasterCard.

Buyers may order by mail or, when charging, by phone or telefacsimile (fax) machine. To call Customer Services, see the numbers above; to call GPO, 202-512-1800. For fax service 24 hours a day, seven days a week, U.S. and international customers may call GPO (202-512-2250) and Customer Services (301-457-3842).

Payments from foreign countries must be made by international money order or drafts on U.S. banks. To provide the special handling required by international mailing regulations, GPO and the Census Bureau impose a surcharge of 25 percent of the domestic price for items shipped to a foreign address.

For information on accessing data online or by fax, see page 2 of this Catalog/Guide.

For information on product availability, contact Customer Services, Bureau of the Census, Washington, D.C. 20233-0800, telephone 301-457-4100 (TDD: 301-457-4611). For information on the content of particular data products, contact the appropriate Census Bureau specialists or other sources of assistance noted in appendix B.

## Publications

The abstracts for publications and printouts, flagged with the symbol □, give the regular price—but those who order 100 or more copies of a publication going to the same address get a 25-percent discount when ordering from GPO. Appendix A provides a consolidated list of all subscriptions.

Publications should be ordered from GPO unless other instructions are given. When ordering by mail, use the "Superintendent of Documents Publications and Subscriptions Order Form" for publications from GPO; by phone, call 202-512-1800; or by fax, use 202-512-2250. Use the Census Bureau (Publications) order form for publications from the Bureau. (Forms follow.)

## Data Files

All data files should be ordered from the Census Bureau's Customer Services unless otherwise indicated. Use the Census Bureau (Electronic Media, Microfiche, Documentation, and Other) order form, or, when charging, you may call 301-457-4100. Symbols after abstract numbers indicate the type of data file: for computer tape on reels or cartridges, a Ⓢ; for a diskette (i.e., "floppy disk"), a Ⓛ; for a "compact disc—read-only memory" (CD-ROM), a Ⓢ; and for online, a Ⓢ. For more information about online and fax service, see page 2. To locate data files in

the other media, see the Subject Index under these headings: computer tapes, diskettes, and CD-ROM.

**Computer tape**—The cost of recently issued data files on tape or cartridge is noted in their abstracts in this Catalog/Guide. The cost generally is based on file size, priced at \$1.25 per megabyte, with a minimum charge of \$175. If an abstract gives only the number of tape reels or cartridges required, the charge will be \$175 per reel or cartridge.

All tape and cartridge files are available in EBCDIC or ASCII, with standard ANSI labeling and a block size of 32K bytes, and at 6250 bpi, as shown on the Census Bureau "Electronic Media" order form. For tape reels, the recording density is 6250 bpi. The number of tape cartridges a machine-readable file requires is equal to the number of 6250 bpi reels. The Census Bureau's cartridges are IBM 3480 compatible and are operable with StorageTek 4780 tape subsystems and Digital Equipment Corporation VAX TA90 subsystems.

Customer Services offers tape files with other characteristics by special arrangement for a handling fee of \$50. Before placing an order, make arrangements by writing or faxing a description of your special requirements to James Clark, Data User Services Division; fax number, 301-457-4714.

**CD-ROM discs**—Many data files are mass-produced on 4 3/4-inch CD-ROM laser discs. ("CD-ROM" stands for "compact disc—read-only memory.") These discs generally cost from \$150 to \$250 each.


CD-ROM's also can be prepared on request for data files otherwise available only on tape reel or cartridge. The cost for such CD's is the same as the cost for the tape file. These CD files are ASCII copies in the same format as on tape, and they are not accompanied by software. Since the discs are specially prepared in response to customers' requests, orders take about two

weeks, and the Census Bureau will not make refunds. For further information about this service, contact Customer Services.

**Diskettes**—Some files appear on 3 1/2 or 5 1/4-inch microcomputer diskettes (also called “floppy disks”) for the IBM Personal Computer and compatible microcomputers. Generally, diskettes cost \$66 for the first diskette and \$6 for each additional diskette in a file.

**Documentation**—The Bureau generally includes technical documentation at no extra charge with tape, diskette, and CD-ROM orders. It also often may be purchased separately. (There is a \$10 minimum charge per order for documentation, data files, microfiche, and other such products.) The Census Bureau offers free technical descriptions of files, called *Data Developments* (see abstract 16).

## Microfiche and Microfiche Paperprints

The Census Bureau sells microfiche of many publications listed in the Catalog/Guide or issued in earlier years. Products available on microfiche and paperprints prepared from microfiche are flagged with the symbol .

Microfiche from the Census Bureau measure about 4 by 6 inches (105mm by 148mm). They generally contain up to 98 images (14 columns by 7 rows) at one-twenty-fourth the original size.

The Census Bureau also offers paperprints made from microfiche. They resemble photocopies.


To order microfiche and paperprints, use the Census Bureau (Electronic Media, Microfiche, Documentation, and Other) form, unless otherwise indicated in the abstract. If an abstract does not provide sufficient information, contact Customer Services for instructions. *There is a \$10 minimum per order.*

**Microfiche price schedule**—The following price schedule for microfiche sold by the Census Bureau is based on the cumulative total number of microfiche ordered at one time: 1-5 microfiche, \$5; 6-10 pp., \$10; 11-15, \$15; 16-20, \$20; 21-30, \$22.50; 31-40, \$25; 41-50, \$27.50; 51-60, \$30; 61-70, \$32.50; 71-80, \$35; 81-90, \$37.50; 91-100, \$40; and 101 and over, 40 per microfiche.

**Microfiche paperprint price schedule**—For microfiche paperprints, the following price schedule is based on the cumulative number of pages of paperprints ordered at one time: 1-10 pp., \$5; 11-30 pp., \$10; 31-50, \$15; 51-70, \$20; 71-100, \$25; 101-200, \$33; 201-300, \$48; 301-400,

\$63; 401-500, \$78; 501-600, \$88; 601-700, \$99; 701-800, \$109; 801-900, \$120; 901-1,000, \$130; and 1,001 and over, 13 per page.

## Maps

A variety of types of maps appear in Census Bureau reports. In addition, some maps are offered separately, and abstracts for these maps are flagged with the symbol . Several map series are described in the Geography, International, and the 1990 Census chapters. To locate maps and related products, see the Subject Index under the heading “Maps.” For more information, request a free copy of *Maps and More* from Customer Services.

State Data Centers offer another possible source of published and unpublished maps. (See appendix B for a listing of data centers.)

## Out-of-Print and Other Items

Publications issued by the Census Bureau usually go out of print within a couple years. When the stock of a publication sold by GPO is depleted there, the publication may be available from the Census Bureau. Call Customer Services to check.

Customer Services also can provide microfiche and paperprints of most reports issued since 1968. By special arrangement, photocopies of older reports unavailable from other sources may be supplied by the Library, Bureau of the Census, Washington, D.C. 20233.

After several years, the Bureau transfers public-use machine-readable data files to the National Archives which also makes them available to the public. For information, contact the National Archives, Center for Electronic Records, 8601 Adelphi Road, College Park, MD 20740-6001; 301-713-6645.

In some instances, catalog abstracts describe special tabulations and unpublished statistical tables and explain how to order them. Also, see the discussion of special services and special censuses in the Introduction chapter.

## Deposit Accounts

Deposit accounts permit faster processing of orders and eliminate the need to send separate checks for each order placed. Census Bureau deposit accounts may be used to order computer files, microfiche, technical documentation, and some maps sold by the Bureau. GPO also offers a deposit account arrangement.

No forms are needed to open a deposit account with the Census Bureau. Simply send a check for at least \$500 payable to “Commerce-Census” along with a letter asking to open an account and identifying the name, address, and telephone number of the person in your organization responsible for the account. The Bureau will then furnish an account number to be used whenever products are ordered. Write to Finance Division, Bureau of the Census, Washington, D.C. 20233.

Users can set up an account at GPO, following procedures much like those described above. Send a check for at least \$50 payable to the “Superintendent of Documents,” along with a letter asking for an account to be set up and identifying the name, address, and telephone number of the person in your organization overseeing the account. An account number is provided for use in ordering products. GPO will accept these orders by phone or mail.

To establish a GPO deposit account, contact Deposit Accounts Section, Stop: SSOR, U.S. Government Printing Office, Washington, D.C. 20402; telephone, 202-512-0822; fax, 202-512-1356.

## GPO Standing Order Service

For data users planning to purchase certain recurring publications or certain series of upcoming Census Bureau reports, GPO will accept standing orders for (1) key reference volumes such as the *Statistical Abstract* and the *Census Catalog and Guide*, (2) designated series that are issued on a recurring basis, for example, *County Business Patterns* reports issued annually, and (3) volumes in a designated series, for example, a series of reports for each State and the United States. Under this arrangement, GPO will send customers reports as they are published.

To qualify for the standing order service, a customer must authorize GPO to charge the order to a MasterCard, VISA, or prepaid Superintendent of Documents deposit account. Other forms of payment cannot be used, since the prices of future publications cannot be determined in advance.

The standing order service does not replace subscriptions for periodicals like *Census and You* or series like the *Current Population Reports*. GPO accepts standing orders only for reports in certain series it has designated.

To initiate a standing order, use GPO Form 3468, “Authorization for Standing Order Service.” Copies may be obtained from Department 40, Superintendent of Documents, Government Printing Office, Washington, D.C. 20402; telephone 202-512-2315; fax, 202-512-2264.

**Order Processing Code:**

**Charge your order.  
It's easy!**



To fax your orders (202) 512-2250  
To phone your orders (202) 512-1800

*Please type or print (Form is aligned for typewriter use.)*

Qty.	Stock Number	Title	Price Each	Total Price
Subscriptions			Total for publications	

## Subscriptions

Qty.	List ID	Title	Price Each	Total Price
<b>NOTE:</b> Price includes regular shipping and handling and is subject to change. International customers please add 25%.			Total for subscriptions	
			Total cost of order	

**NOTE:** Price includes regular shipping and handling and is subject to change. International customers please add 25%.

Company or personal name (Please type or print)

Additional address/attention line

Street address

City, State, Zip code

Daytime phone including area code

Purchase order number (optional)

Mail To: Superintendent of Documents

P.O. Box 371954, Pittsburgh, PA 15250-7954

**For privacy protection, check the box below:**

- ☐ Do not make my name available to other mailers

**Check method of payment:**

- ☐
- Check payable to Superintendent of Documents

- ☐
- GPO Deposit Account

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- ☐
- VISA
- ☐
- MasterCard

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\_\_\_\_ (expiration date)

**Thank you for  
your order!**

\_\_\_\_\_  
Authorizing signature

Need more copies?  
PLEASE PHOTOCOPY

## Census Bureau Order Forms

**Please Type or Print.** Prices include regular domestic postage and handling. International customers please add 25%.

Qty.	Series number	Title	Price each	Total price
			<b>Total for publications</b>	

(Company or personal name)	(Please type or print)
(Additional address/attention line)	
(Street address)	
(City, State, ZIP Code)	
(Daytime phone including area code)	(Date)

☐ Check payable to **Superintendent of Documents**  
**Mail to:** Bureau of the Census, DPD—Publications  
 Unit, 1201 E. Tenth St., Jeffersonville, IN 47132

☐ GPO deposit account     

**Mail to:** Customer Services, Bureau of the Census,  
Washington, DC 20233-0800  
[or call 301-457-4100; fax 301-457-3842]

**ELECTRONIC MEDIA, MICROFICHE, DOCUMENTATION, AND OTHER** – Use for computer tape (TAPE), computer tape cartridge (CART), technical documentation (TD), compact disc—read-only memory (CD-ROM), diskette (DISK), microfiche (FICHE), or paper reproductions – “blowbacks” (BB).



**To fax your orders: 301-457-3842**

Qty.	Media (See abbrev. above)	Title	Price each	Total price
			Total for products listed (minimum order: \$10)	

<b>COMPUTER TAPE INSTRUCTIONS</b>	All tape files are on 6250 bpi reels, have standard ANSI labeling, and are blocked at 32K bytes. They are also available on IBM model 3480-compatible tape cartridges. Please specify your choice of:		A machine-readable data dictionary generally is included without charge with either format.
	<input type="checkbox"/> <i>Tape Reel</i> <i>or</i> <input type="checkbox"/> <i>Tape Cartridge</i> <input type="checkbox"/> <i>EBCDIC</i> <i>or</i> <input type="checkbox"/> <i>ASCII</i>	Other tape characteristics are available by special request for an additional handling fee of \$50. Before placing an order, make arrangements by writing or faxing a description of your special requirements to Customer Services, attention James Clark. (Use address below, or fax to 301-457-4714.)	

(Company or personal name) (Please type or print)

(Additional address/attention line)

(Street address)

(City, State, ZIP Code)

(Daytime phone including area code) (Date)

☐ Check payable to Commerce-Census  
☐ Census deposit account 9  
☐ VISA or MasterCard Account

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(Name on card) \_\_\_\_\_ Expiration date \_\_\_\_\_

**(Signature)**

POF 834 12/94  
(Supersedes 804)

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(Company or personal name)	(Please type or print)
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(Daytime phone including area code) (Date)

☐ Check payable to Commerce—Census  
☐ Census deposit account 9  
☐ VISA or MasterCard Account

[illegible]

(Name on card) \_\_\_\_\_ Expiration date \_\_\_\_\_

**(Signature)**

**Mail to:** Customer Services, Bureau of the Census, Washington, DC 20233-0800.

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(Supersedes 804)